



**DATE:** January 21, 2016  
**TO:** Old Pasadena Parking Meter Zone Advisory Commission  
**FROM:** Frederick C. Dock, Director of Transportation  
**RE:** **Item VI-D: Old Pasadena Parking Meter Fund  
FY2016 Year to Date through November 30, 2015**

**RECOMMENDATION:**  
Information only.

**BACKGROUND:**

Attached is the updated fund appropriations report for Old Pasadena Parking Meter Fund 213. The report includes FY2016 revenue and expenses through November 30, 2015.

**FY2016 – Actuals through November 30, 2015**

- **Revenues:** Based on actual data through November 30, 2015, revenues are expected to end the year slightly above the budget. The slight increase is attributed to meter revenue.
- **Expenses:** Based on data through November 30, 2015, expenses are projected to end the year within budget once the full transfer to the Capital Improvement Program is taken into account.
- **Outlook:** Overall, this fund is projected to end FY2016 with \$214,951 available for appropriations. This fund is projected to operate at a net loss over the next few years and is projected to use fund balance to cover the operating loss. The fund is anticipated to be structurally balanced in FY2020 as a result of the completion of the debt service payment ending in FY2019. Staff recommends holding off on any unnecessary appropriations of funds to allow the fund to build up reserves.

Prepared by:

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Gloria Flores  
Management Analyst

Approved by:

A handwritten signature in blue ink, appearing to be "F.C. Dock", written over a circular stamp.

Frederick C. Dock  
Director of Transportation

Transportation  
213 Old Pasadena Parking Meter Fund

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Revised	FY 2016 Nov. Actual	FY 2016 Est. Actual	FY 2017 Proposed	FY 2018 *Projected	FY 2019 *Projected	FY 2020 *Projected
FTE	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38
<b>BEGINNING FUND BALANCE</b>	<b>487,797</b>	<b>235,584</b>	<b>326,457</b>	<b>313,627</b>		<b>313,627</b>	<b>214,951</b>	<b>168,001</b>	<b>136,521</b>	<b>125,595</b>
<b>REVENUE</b>										
<i>Operating Revenue</i>										
6963 Metered Parking Old Pasadena (1)	1,389,366	1,400,198	1,459,281	1,442,519	627,457	1,447,978	1,476,937	1,506,476	1,536,606	1,567,338
6991 Parking Meter-Valet Charges (2)	107,628	113,478	97,628	94,457	24,207	93,705	94,457	94,457	94,457	94,457
<i>Total Operating Revenue</i>	1,496,994	1,513,676	1,556,909	1,536,976	651,664	1,541,682	1,571,394	1,600,933	1,631,063	1,661,795
<i>Non-Operating Revenue</i>										
6926 Investment Earnings (2)	8,004	4,467	4,305	-	-	-	-	-	-	-
6933 Gain/Loss on Pooled Investment (2)	(1,745)	184	(684)	-	-	-	-	-	-	-
7023 Miscellaneous Revenue (2)	23,592	14,150	18,027	15,000	9,294	15,000	15,000	15,000	15,000	15,000
<i>Total Non-Operating Revenue</i>	29,851	18,801	21,647	15,000	9,294	15,000	15,000	15,000	15,000	15,000
<b>TOTAL REVENUE</b>	<b>1,526,845</b>	<b>1,532,477</b>	<b>1,578,557</b>	<b>1,551,976</b>	<b>660,958</b>	<b>1,556,682</b>	<b>1,586,394</b>	<b>1,615,933</b>	<b>1,646,063</b>	<b>1,676,795</b>
<b>EXPENSES</b>										
<i>Direct Operating Expenses</i>										
8114 Tree Grate Maintenance (8)	-	24,419	14,372	-	15,023	15,023	-	-	-	-
8114 PBID Dues (3)	425,796	425,796	425,796	437,218	212,898	437,218	445,962	454,881	463,979	473,258
8114 Other Contract Services	10,884	20,752	17,099	19,282	801	16,034	19,282	19,282	19,282	19,282
8177 PD Footbeat	325,425	328,679	444,678	444,678	129,937	444,678	444,678	444,678	444,678	444,678
8177 PW Streetlight and Traffic	28,923	28,923	28,923	28,923	57,292	28,923	28,923	28,923	28,923	28,923
8177 Coin Collection	37,775	37,776	37,777	37,777	10,455	37,777	37,777	37,777	37,777	37,777
<i>Total Direct Operating Expenses</i>	<b>828,803</b>	<b>866,345</b>	<b>908,644</b>	<b>967,878</b>	<b>426,406</b>	<b>979,652</b>	<b>976,622</b>	<b>985,542</b>	<b>994,639</b>	<b>1,003,919</b>
<i>Administrative Costs</i>										
8101 Personnel (4)	104,178	115,049	76,339	133,494	41,060	132,860	137,499	141,624	145,872	150,249
8103 Materials And Supplies	1,341	1,173	4,264	5,892	30	1,000	5,892	5,892	5,892	5,892
8106 Uniforms	811	-	600	600	298	600	600	600	600	600
8106 Rent Expense	14,030	10,209	7,147	7,926	4,744	7,926	8,971	9,151	9,334	9,520
8107 Equipment Lease Payments (5)	30,702	29,462	19,692	9,861	-	9,861	9,861	9,861	9,861	-
8109 Equip Purchases Under \$10,000	218,605	15,957	7,440	20,000	4,644	10,252	20,000	20,000	20,000	20,000
8149 Fiscal Agent/Bank Fees & Chgs	70,708	63,283	65,906	72,500	32,805	72,500	72,500	72,500	72,500	72,500
Internal Service Charges	40,786	40,576	44,080	41,429	15,471	41,429	42,258	43,103	43,965	44,844
<i>Total Administrative Costs</i>	<b>481,161</b>	<b>275,709</b>	<b>225,469</b>	<b>291,702</b>	<b>99,052</b>	<b>276,427</b>	<b>297,581</b>	<b>302,730</b>	<b>303,093</b>	<b>303,605</b>

Fund Appropriation Reports are working documents of DOT used to identify trends in revenues and expenditures for funds administered by DOT. Information presented on these worksheets is not an official record of the City of Pasadena.

Transportation  
213 Old Pasadena Parking Meter Fund

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Revised	FY 2016 Nov. Actual	FY 2016 Est. Actual	FY 2017 Proposed	FY 2018 *Projected	FY 2019 *Projected	FY 2020 *Projected
<i>Transfers</i>										
8703 Transfers To Capital Projects Fund (CIP)	55,840	16,387	26,521	70,000	-	70,000	30,000	30,000	30,000	30,000
8705 Transfer To Benefits & Insurance	415,337	374,511	327,958	1,646	824	1,646	1,646	1,646	1,646	1,646
8722 Transfers To Debt Service Fund (6)	471,177	390,898	354,479	327,634	25,441	327,634	327,495	327,495	327,610	-
<b>Total Transfers</b>	<b>1,781,141</b>	<b>1,532,952</b>	<b>1,548,592</b>	<b>1,658,860</b>	<b>551,722</b>	<b>1,655,359</b>	<b>1,633,344</b>	<b>1,647,413</b>	<b>1,656,989</b>	<b>1,339,170</b>
<b>TOTAL EXPENSES</b>	<b>(254,296)</b>	<b>(475)</b>	<b>29,965</b>	<b>(106,884)</b>	<b>109,236</b>	<b>(98,677)</b>	<b>(46,950)</b>	<b>(31,480)</b>	<b>(10,926)</b>	<b>337,625</b>
<b>NET INCOME</b>										
<b>Non-Income Statement Budget Items/Adjustments:</b>										
Change in Restricted Cash	-									
Change in Designated for CIP	340	91,531	(43,479)							
Change in Fair Value of Investments	1,744	(184)	684							
Other Changes in Balance Sheet Accounts										
<b>Total Adjustments (7)</b>	<b>2,084</b>	<b>91,347</b>	<b>(42,795)</b>							

- Notes and Assumptions:**
- 1 Projects avg 2% year-over-year revenue increases
  - 2 All Other Revenue Status Quo
  - 3 PBID Dues Annual CPI Increases; Contract Exp 12/2015; FY16 Reflects new contract amount
  - 4 Projects avg 3% year-over-year MOU/PERS related increases
  - 5 Payment to Master Lease Agreement for 5 Cale Meters -Ends FY 2019
  - 6 Debt: 1993 Cert of Part and 2008B Cert of Part - Ends FY 2019
  - 7 No Adjustments to Non-Income Statement Budget Items
  - 8 In FY16 Tree Grates budgeted in CIP

CIP No	Name	Approp thru FY 2016	To-Date Actual	Remaining Balance
73912	Old Pasadena Tree Grates & Frames	40,000	-	40,000
75044	Wayfinding	40,000	-	40,000
75047	Pedestrian Safety Enhancements	45,500	45,500	-
75050	Upgrade Traffic Signal Heads on One-Way Streets	10,000	6,569	3,431
75905	Old Pasadena Traffic Improvements	94,500	42,908	51,592